

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

PUBLIC DEFENDER 3

DEFINITION

Assists a supervisor by performing professional legal work representing indigent clients and juveniles in cases where the State Public Defender has been appointed as counsel and providing training, guidance, and direction to staff assigned in local Public Defender offices; performs related duties as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Participates in the investigation and preparation of a defense for complex adult and juvenile offender cases to obtain facts in determining the merits of cases and appropriate courses of action.

Prepares drafts of pleadings, motions, interrogations, supporting affidavits, letters, opinions, and briefs.

Advocates the most complex cases at every stage of the criminal justice system through resolution in the pre-trial process, plea bargaining process, trial, verdict and sentencing by: providing legal counsel and advice; interviewing and selecting appropriate witnesses, preparing them to give testimony; and conducting direct and cross examination of witnesses.

Negotiates plea bargains, dismissals, or other disposition of assigned cases with prosecuting attorneys or other interested parties.

Trains less experienced Public Defenders in the principles of trial advocacy and pleading, trial and criminal procedures, the concept of legal precedence, and the rules of evidence as they apply to legal advocacy.

COMPETENCIES REQUIRED

Knowledge of the application of legal principles and the methods of legal research.

Knowledge of the scope and character of Iowa criminal and civil law and the provisions of trial advocacy and pleading.

Knowledge of trial and criminal procedures, the concept of legal precedence, and the rules of evidence as they apply to legal advocacy.

Ability to present statements of fact or law and to argue clearly and logically in written and oral form.

Ability to analyze situations, evidence, and precedence accurately and to adopt an effective course of action.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of

the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to five years of full time professional legal criminal trial advocacy or prosecution work;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of three years of full-time work as a Public Defender 2.

NECESSARY SPECIAL REQUIREMENTS

Admission to the Iowa State Bar at the time of appointment.

NOTE:

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Department of Inspections and Appeals.

Effective Date: 8/05 DF